

Maricopa County Community Services Commission

Monday, April 27, 2015 6:00pm

234 N Central Ave. #3000 Phoenix AZ 85004

The Advisory Tri-Partite Board of the Maricopa County Community Action Agency

MEETING MINUTES

MEMBERS PRESENT		
Public Sector	Private Sector	Consumer Representative
Ms. Kathie Farr City of Tolleson	Ms. Bonnie Temme Salt River Project	Ms. Pam DiPietro Foothills Foodbank
Mr. Bryan Kilgore City of Avondale	Ms. Cathy Chiang Arizona Public Service	Mr. Lorenzo Aguirre Private Citizen
	Ms. Amy Schwabenlender Valley of the Sun United Way	
MEMBERS ABSENT		
Public Sector	Private Sector	Consumer Representative
Judge Lilia Alvarez Town of Guadalupe	Ms. Ericka Mendoza Chicanos Por La Causa	Ms. Alice Hector Private Citizen
	Ms. Marlena Piña The Salvation Army	
GUESTS AND STAFF PRESENT		
Guests		Staff
		Ms. Sandra Mendez, Assistant Director
		Ms. Tina Tegtmeyer, Operations Supervisor
		Ms. Cynthia Betts, Administrative Specialist
		Ms. Laurie Ontiveros, Program Coordinator
		Ms. Frances Delgado, Direct Services Supervisor

1. **Call to Order**
Vice Chair Kathie Farr called the meeting to order at 6:10 p.m.
2. **Roll Call**
Ms. Laurie Ontiveros completed roll call. Seven (7) of the eleven (11) seated Commission members were present. A quorum was established.
3. **Pledge of Allegiance**
The pledge was led by Ms. Kathie Farr.
4. **CAA Director's Report**
 - **Dashboard Indicator Report**
Ms. Sandra Mendez provided an overview of the Dashboard Indicator (DI) Report. She outlined the current status of the programs and expenditure of funds reflected in the (DI) Report.



- **Staffing Updates**

Ms. Mendez introduced two new members of her management team and described each of their roles with the Community Services Division. Ms. Laurie Ontiveros is the Community Services Program Coordinator. Her primary responsibilities will include working closely with the Community Services Block Grant, Organizational Standards, and will be the contact person for the Tripartite Board.

Ms. Frances Delgado is the Direct Services Supervisor. She is responsible for supervising case managers, providing oversight to the Family Self Sufficiency Program, and will be identifying potential grant opportunities.

Ms. Ontiveros and Ms. Delgado provided the Commission with a brief summary of their background and previous work experience.

- **Updates on Contracts**

Ms. Mendez provided an update on the status of the SFY 2016 contracts. Approval of the subcontracts is scheduled for the June 24th, 2015 Board of Supervisor (BOS) meeting. The DES contract is scheduled for BOS approval on May 6th, 2015. Ms. Mendez shared that she is waiting for ACAA to provide notification of the utility assistance award for all fund sources. The approval of this contract is targeted for the June 24th, 2015 BOS meeting.

- **Peoria and Surprise CAP Offices**

Ms. Mendez discussed that the City of Peoria would not be able to sponsor a CAP Office; however, they are offering space in their community center to house a CAP contractor. A Request For Proposal (RFP) may be released to serve the Cities of Peoria, Sun City, Sun City West, and Youngtown. Ms. Mendez is waiting for a response from the City of Surprise which will determine if a RFP is needed for this service area. Ms. Mendez indicated that Commissioners may be requested to participate in the review of the proposals.

- **Commission Bylaws**

Ms. Mendez shared that Ms. Ontiveros will be working with volunteered Commissioners to begin updating the bylaws. Ms. Mendez invited additional volunteers to assist in these efforts.

- **Organizational Standards**

Ms. Mendez shared DES implementation plan for the Organizational Standards. All Organizational Standards are required to be implemented, effective SFY 2016. Areas of improvement will be identified and addressed by Ms. Ontiveros. The State will initially monitor compliance with the Organization Standards by conducting an informational assessment. Ms. Mendez further explained that the bylaws are the starting point to ensure compliance with these standards.

- **ACAA Events**

Ms. Mendez provided a summary of upcoming ACAA events. ACAA is sponsoring tripartite board training on May 6th that will be presented by a CAPLAW representative, Eleanor Evans. The training will focus on the Organizational Standards for tripartite boards. ACAA is also hosting their Annual Conference on May 7th and May 8th. Commissioners that are interested in attending these events will need to contact Ms. Cynthia Betts.

5. **Action Items**

Approval of the Meeting Minutes

Ms. Bonnie Temme recommended including a brief description of the funding formula options that were referenced in the March 30th, 2015 Commission Meeting Minutes. In addition, Chair Amy Schwabenlender recommended including the map of the two (2) new Northwest Service Areas.

The motion to approve the March 30th, 2015 Commission Meeting Minutes, with the addition of the attached funding formula options and the map of the Northwest Service Areas, was made by Councilwoman Kathie Farr. Ms. Temme seconded the motion. The motion carried unanimously.

6. **Call to Public**

- Councilwoman Kathie Farr shared information regarding a recent concert event that resulted in negative publicity. She clarified that the City of Tolleson had rented out the park and was not involved in the promotion of the concert.
- Councilman Bryan Kilgore shared information regarding a college scholarship for graduated high school seniors to assist in furthering their education. The amounts of the scholarships ranged from \$2,000 to \$50.
- Ms. Delgado stated that Community Services participated in the Project Connect event which was held at the New Life Center, located in the northwest valley. She indicated that they assisted approximately 20 individuals at the event and shared a story of a family with 5 children that were able to move into a house, the next day following their eviction from their previous residence.
- Chair Amy Schwabenlender shared information on the next Project Connect event which will be held on Tuesday, June 9th, 2015 at North Hills Church (19th Ave. & Greenway). Registration for the event is accessible through the VSUW website.

7.

Adjournment

Chair Amy Schwabenlender adjourned the meeting at 6:44 p.m.

Next Meeting of the Maricopa County Community Services Commission.

Monday, June 22, 2015 at 6:00pm to be held at
234 N. Central Ave. #3000, Phoenix, AZ 85004